



MAESTRO
CONSULTANTS

CONTRACTOR EVALUATION & SELECTION

COURSE OUTLINE 2026

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TRAINING TITLE

CONTRACTOR EVALUATION & SELECTION

VENUE

DUBAI, UAE

DURATION

5 Days

DATES

16-20 February 2026

PRICE

\$5,250 per attendee including training material/handouts, morning/afternoon coffee breaks and Lunch.

TRAINING INTRODUCTION

The Contractor Evaluation & Selection course provides participants with practical tools and techniques to assess, prequalify, and select the most suitable contractors for projects or services. It focuses on aligning contractor capabilities with project requirements, ensuring compliance, minimizing risks, and achieving performance goals. The course is ideal for organizations looking to improve procurement efficiency, contractor reliability, and contract outcomes through structured evaluation methods.

TRAINING OBJECTIVES

By the end of the course, participants will be able to:

- Understand the end-to-end contractor evaluation and selection process.
- Develop clear prequalification criteria and screening tools.
- Assess technical, financial, legal, and HSE competencies of contractors.
- Apply weighted scoring models and evaluation matrices.
- Conduct fair, transparent, and defensible selection procedures.
- Mitigate risks through thorough contractor vetting.
- Align contractor capabilities with strategic and operational needs.

TRAINING AUDIENCE

- Procurement and Supply Chain Professionals
- Project Managers and Engineers
- Contract and Vendor Management Staff
- Commercial and Risk Analysts
- Compliance and HSE Officers
- Anyone involved in sourcing and managing contractors

TRAINING OUTLINE

Day 1: Understanding Contractor Evaluation

- **Module 1: Why Contractor Evaluation Matters**
 - Risks of poor contractor selection
 - Key stages of evaluation and approval
- **Module 2: Defining Requirements**
 - Scoping work and aligning contractor expectations
 - Technical, financial, and legal considerations

Day 2: Prequalification and Screening

- **Module 3: Developing Prequalification Criteria**
 - Creating a contractor questionnaire or checklist
 - HSE, QA/QC, compliance, and capacity reviews
- **Module 4: Screening and Shortlisting**
 - Document reviews and red flags
 - Building a prequalified vendor list (PVL)

Day 3: Technical and Financial Evaluation

- **Module 5: Technical Capability Assessment**
 - Experience, equipment, staffing, and quality systems
 - Site visits and technical interviews
- **Module 6: Financial Stability and Risk**
 - Reviewing financial statements and credit risk
 - Insurance, bonding, and financial capacity

Day 4: Evaluation Tools & Final Selection

- **Module 7: Evaluation Matrix and Scoring Models**
 - Weighted scoring, ranking, and normalization
 - Team-based evaluation and consensus
- **Module 8: Final Selection and Approval**
 - Due diligence and conflict of interest checks
 - Approvals and documentation best practices

Day 5: Best Practices & Continuous Improvement

- **Module 9: Best Practices and Audit Readiness**
 - Continuous improvement of evaluation processes
 - Keeping evaluation records audit-ready

TRAINING CERTIFICATE

MAESTRO CONSULTANTS Certificate of Completion for delegates who attend and complete the training course.

METHODOLOGY

Our courses are highly interactive, typically taking a case study approach that we have found to be an effective method of fostering discussions and transferring knowledge. Participants will learn by active participation during the program through the use of individual exercises, questionnaires, team exercises, training videos and discussions of “real life” issues in their organizations. The material has been designed to enable delegates to apply all of the material with immediate effect back in the workplace.